

CIVIL ENGINEER I

General Statement of Duties: Performs skilled engineering work in contract administration, survey, design, and construction of municipal projects and facilities under the general supervision of a Professional Engineer. Does related work as required.

Distinguishing Features of the Class: This is an entry level professional position. Requires application of engineering knowledge and skills to municipal engineering projects. Work is performed with minimal supervision allowing opportunities for independent execution of work details.

Areas of Accountability:

1. Supervises field survey operations.
 - Instructs survey crews to necessary data collection, i.e. elevations, topography, etc;
 - Participates and directs work of survey crew.
2. Performs design and drafting duties for various projects.
 - Designs and drafts construction drawings for street, drainage, and sewer improvements;
 - Directs work of engineering staff in preparation of plans.
3. Prepares plans, specifications, and contract documents for bidding purposes.
4. Performs and supervises inspections of staff-designed construction projects.
 - Documents progress of work;
 - Prepares estimates of work completed for payment to contractor;
 - Coordinates activity of contractor with other City departments;
 - Interprets contract documents and specifications;
 - Supervises technical staff in performing inspection work.
5. Prepares technical reports that are clear, factual, and specific in recommendation.
6. Participates on City management teams to deal with specific problems and issues.
7. Deals with public, City departments, various agencies, and contractors in a positive manner.
8. Maintains engineering records and files according to established systems.
9. Performs plan reviews.
10. Performs additional duties as required.

Required Knowledge, Skills and Abilities: Good knowledge of principles and practices of engineering as applied to municipal projects; good knowledge of surveying and street and sewer design, and construction practices; ability to plan and supervise the work of technical staff; driver's license. Knowledgeable in the use of personal computers.

Acceptable Experience and Training: Graduation from a college or university with BS degree in civil engineering and possession of an Engineer-in-Training certificate.